

**REQUEST FOR PROPOSAL FOR ARCHITECTURAL &
ENGINEERING SERVICES**

**Request for Proposal
Jefferson County Highway Department
LAKE MILLS SATELLITE FACILITY
CONCORD SATELLITE FACILITY**

**Jefferson County
Highway Department Satellite Facilities**

Issue Date: March 30th, 2015

Proposals due: April 13th 2015 at 2:00 PM

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1. INVITATION TO PROPOSE

Jefferson County Administration is seeking proposals from well-qualified architectural firms to provide building design and construction administration services for the development of two County Highway Satellite Facilities located in Lake Mills and Concord in Jefferson County. The services will be full-design assuming a single-bid document package with a General Contractor procured through a public bidding process.

The proposal requirements and process will follow Jefferson County purchasing procedures as described in section 9. Proposal Requirements.

2. BACKGROUND

The current County Highway Satellite Facilities located in Jefferson County no longer perform adequately and it has been determined through past studies that two new structures need to be built. The first new facility location is in Lake Mills, WI on property recently purchased by Jefferson County on Oasis Lane. The second new facility location is in Concord, WI on property adjacent to the Interstate 94 and County Highway F interchange off County Shop road.

Each satellite garage will house 6 plow/haul/small trucks, and during the winter season will have an average of 4 people working out of each facility. The facilities will include vehicle storage, small break space/storage area and one bathroom.

The site functions are an integral part of the design and include storage for salt, stockpiles, vehicle fueling, road maintenance stock, staff parking and vehicle circulation.

3. SITE PLANNING TO DATE

Concord Site

The Concord Site is located off County Shop Road, on the southwest corner of the Interstate 94 and County Highway F interchange. The site currently consists of a small cold storage building, fuel tank, brine tank, and salt shed. The site is county-owned and is approximately 5.6 acres in size, it is surrounded by a small meandering stream.

To date, the site was identified as a future satellite shop site within a highway facility study completed in 2011/12, and it was determined the shop design would be nearly identical to the Lake Mills shop design.

Lake Mills Site

The Lake Mills Site is located off Oasis Lane, on the northwest corner of the Interstate 94 and State Highway 89 interchange. The site was recently purchased by the county and contains a paved access driveway through the property to the adjacent WisDOT parcel to the south. The WisDOT parcel contains a 4,000 ton salt shed that was completed in October, 2012. The county-owned parcel is approximately 3.7 acres in size, and is a vacant property. A preliminary site plan was recently approved by the City of

Lake Mills, and annexation of the property into the City of Lake Mills was approved by the Wisconsin Department of Administration on February 25, 2013.

To date, an Architectural Consultant has developed a concept site plan illustrating the layout of buildings, site facilities, roadways, parking, and the general topography of the site. The site drawings are attached at the end of this RFP.

4. BUILDING PROGRAM

Based on the Schematic plans, the main Garage will have these main functions:

1. Fleet Parking Garage for 6 vehicles
2. Office Area with work station
3. Storage for small tools/equipment
4. HVAC, control room
5. One Bathroom

The shop building will be approximately 12,500 sf steel-framed and metal building enclosure housing vehicle storage for six trucks, office/staff ready room, lockers, toilet and a storage room. Site work will involve grading, utilities, stormwater drainage, site lighting, and signage.

The Owner will select, specify and procure separately the systems of: telephones, IT network and computers, radio and antenna. The Architect is to coordinate their housing, support, conduit and connections.

Key interior environmental controls will include:

1. Integrated building controls: HVAC, lighting, security (Controls will be reviewed for feasibility and integration with main highway facility)
2. Sprinklered throughout per NFPA 13 (As required)

Site facilities include:

1. Staff and Visitor Parking
2. , Parking lot, stormwater management, utilities, and site lighting.

5. SUSTAINABILITY PROGRAM

Sustainable design practices will be reviewed and approved as appropriate.

6. CONSTRUCTION BUDGET

The final construction budget will be finalized in the design process and with the County Board's approval. For the purposes of scale and responding to this proposal, the construction cost estimate developed by the Architect for the site planning work of 2015 is estimated to be in the range of \$500,000.

7. PROJECT SCHEDULE

The project will proceed along these milestones:

RFP Issue	March 30 th , 2015
Proposals Due	April 13 th
Committee Review of Proposals	April 14 th
County Board Approval of Architectural Firm (If necessary)	April 21 th
Start of Design Development (DD)	April 27 th
Start of Construction Documents	May 29 th
Submit Construction Documents & Cost Estimate	June 1 st
Complete DD and Site Plan Approval Package	June 29 th
Complete State Plan Review & Issue Bid Documents	July 17 th
Receive Bids	August 4 th
Board Approval and Award of Contract	August 11 th
Construction Substantial completion	December 1 st , 2015

8. SCOPE OF A/E SERVICES

Architectural/Engineering services will involve Design Development, Construction Documents, Bidding and Construction Administration. The terms, responsibilities, definitions and phases generally will follow the AIA Owner Architect Agreement B101 2007 with the following scope governing.

The Architect will provide these professional design services:

1. Architecture
2. Structural Engineering
3. Civil Engineering
4. HVAC Engineering
5. Plumbing
6. Electrical Engineering
7. Interior Design, furnishing and signage

The building design documents are to be created within an industry-acknowledged Building Information Modeling (BIM) software such as Autodesk Revit, Graphisoft or Bentley. AutoCAD files will not meet this criteria.

Design Development & Planning Approvals

1. Finalizing of the Building and Site Plan with Highway staff, gathering of further room and equipment requirements.
2. Development of building sections, elevations and typical wall assemblies.
3. Finalize site facility requirements, sizing, layout and product lines.
4. Selection and specification of fixed equipment within the Building.
5. Assist in procuring a geotechnical exploration.

6. Foundations analysis and design criteria, based on Geotech report.
7. Building Engineering: structural, HVAC, electrical, plumbing. Selection and sizing of systems.
8. Updated building cost estimates.
9. Procurement of electronic Survey and development of a CSM.
10. Civil engineering to include: grading, paving, stormwater drainage, utilities, and erosion control.
11. Review existing documents and make any necessary adjustments to site plan.
12. Submit Site Plan Approval Package and attend meetings and hearings.
13. Final Stormwater Management plan application to WDNR.
14. Building Code review along with other safety officials.
15. Preliminary engineering of Green/Sustainable technologies.
16. Preliminary specifications.
17. Cost Estimates.
18. Presentation graphics suitable for public meetings. Includes two perspectives, colored elevations and colored site plans with landscaping.
19. Client review and progress meetings as needed, no limit.
20. County Board or Committee presentations, up to two.

Construction and Bidding Documents

1. Final construction documents for all disciplines including plans, details and schedules.
2. Final review of products, materials and equipment.
3. Code conformance review of design disciplines.
4. Finish board of interior products.
5. Finalize technical specifications.
6. Final Civil Engineering of site including: grading, utilities, stormwater drainage, erosion control.
7. Writing of General Conditions and Bid Invitation documents.
8. Final cost estimate.
9. Coordination with Highway Department regarding bid items that may be completed by county.
10. Value engineering options.
11. Submission of Design Documents for State Plan Review.
12. Client review and progress meetings as needed, no limit.
13. County Board or Committee presentation, up to two.

Bidding & Construction Administration Services

1. Preparation of Bid announcement.
2. Bidding issuance, walk-through, issuance of addenda.
3. Review, tabulation and recommendation of bids.
4. Final GC contract writing.
5. Construction Kick-off.
6. Review of Contractor's schedule, work plan.
7. Review of shop drawings and other submittals.
8. Progress meeting and Construction Observation once per week.
9. Change Orders and Clarifications.

10. Punch list review.
11. Project Closeout, provide CA services at least two months after Substantial Completion.
12. Start-up and balancing of mechanical equipment.
13. Warranties, operation manuals and as built plans.

9. PROPOSAL REQUIREMENTS

Architectural firms are to provide a lump-sum fee to provide the base services described above. This base fee is to be broken down by design Phases of Design Development, Construction & Bidding Documents, Bidding Assistance and Construction Administration.

In addition, provide an Hourly Rate by category for any negotiated time and material work. See the information below in the 'Proposal Contents' regarding separating design approach and fees for both the Lake Mills facility and the Concord facility, and then providing a combined fee and proposal if both facilities are designed, bid, and built at the same time.

Allowable reimbursables will include governmental application fees, bid document printing and printing of documents for County Board and public distribution. No other reimbursables will be allowed in the RFP response.

PROPOSAL CONTENTS

The RFP will include the following section headings and contents:

1. Letter of Interest
2. Demonstrate building and site design expertise with a similar program or comparable to county highway or public work garages designed within the last 10 years.
3. Architectural Team Members. Their experience with County Highway and Public Works Garages or similar projects.
4. Engineering Team Members. Their experience with similar type buildings and site work.
5. Provide a list of similar projects designed in the last 10 years and references for those projects.
6. Project Design and Management approach.*
7. Understanding & Acceptance of Scope of Work.
8. Base scope lump sum Fee proposal & Hourly Rates (Lake Mills, Concord, Combination if both facilities are designed, bid, and built at the same time).

*Within the proposal submitted, there should be a separate project design and management approach for each satellite shop (Lake Mills and Concord). The base lump sum fee and hourly rates should be listed for each individual facility and firms should include the fees with the assumption the architect may only be retained to design one of the facilities. The firms should include an option for the county if the firm is retained to complete both facilities (Design and Construction) at the same time, and how the fee structure would be adjusted.

Fifteen (15) copies of the proposal should be submitted along with an electronic copy in pdf format on an accompanying thumb drive. The proposal should be marked Final Design on the envelope, and submitted to the Jefferson County Administration Department at the following address:

Jefferson County Administration Department
311 S. Center Ave – Rm. 111
Jefferson, WI 53549

Following the RFP issuance, questions are to be directed to Bill Kern at billk@jeffersoncountywi.gov
Each vendor will be required to register through the Jefferson County Website at www.jeffersoncountywi.org. This will ensure that if any addendums are issued, all interested parties will be properly advised. As part of the public proposal process, all questions and clarifications via email will be documented and issued through addenda.